

# STOCKBRIDGE-MUNSEE COMMUNITY

## REQUEST FOR PROPOSALS JUDICIAL APPELLATE SERVICES

March 23, 2018

### I. INTRODUCTION

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide judicial services to the Stockbridge-Munsee Court of Appeals for three (3) open judicial positions on the Court of Appeals. The successful bidder will be expected to participate on a panel of three (3) appellate court judges and preside over appeals of the Stockbridge-Munsee Community Tribal Court.

### II. SCHEDULE

Sealed proposals for the services requested in the RFP **will be received until April 10, 2018 at 4:00PM**, Central Daylight Time. Proposal must be identified as being “Bid for Appellate Judicial Services” on the outside of the envelope. Proposals shall be delivered to the:

Stockbridge-Munsee Tribal Secretary  
N8476 Moh He Con Nuck Road  
P.O. Box 70  
Bowler, WI 54416  
Telephone: 715-793-4387

The Tribe anticipates that a successful bidder will be selected by the Tribal Council on or about April 17, 2018.

### III. PROJECT AND SCOPE OF SERVICES

The Tribe is a federally-recognized Indian tribe with a reservation in central Wisconsin. The Tribe has approximately 1,600 members and employs individuals both in tribal government operations as well as through a number of tribal enterprises. The Tribe operates a Tribal Court. Recently the Tribe amended the Tribal Court Code to include a Stockbridge-Munsee Court of Appeals with a three (3) judge panel. Appellate Judges will be appointed for a three (3) year term. During that three (3) year term, the position of Chief Justice of the Appellate Court will rotate and each appellate justice will serve one (1) year term as the Chief Justice of the Appellate Court. The Appellate panel will determine who serves as chief justice.

### IV. STANDARDS AND QUALIFICATIONS

At a minimum, applicants must meet the following standards and qualifications:

1. Obtained at least 35 years of age.
2. Must be able to complete an examination approved by the Tribal Council with at least 75% proficiency.

3. Must be able to successfully obtain an Elder Youth License pursuant to Chapter 65.
4. Must have prior judicial experience.
5. Shall not have a conviction or entered a plea of no context to any felony.
6. An attorney in good standing and licensed to practice law in a court of last resort of a state and whose experience demonstrates extensive knowledge of Indian law.
7. Must demonstrate a working knowledge of the laws and ordinances of the Stockbridge-Munsee Community and knowledge of the Stockbridge-Munsee Community Tribal Court.
8. Hear and decide all matters fairly and promptly.
9. Be faithful and maintain competence in the law.
10. Avoid all ex parte communications which deal with any substantive matter before the Tribal Court System.
11. Issue written decisions and/or orders within forty-five (45) days of a hearing or a trial requiring a decision or order.
12. Manage cases.
13. Abide by Stockbridge-Munsee Ordinance, Section 1.14 Ethical Rules for Tribal Court System Judges. This Code section can be found here:  
[http://www.mohican.com/mt-content/uploads/2017/08/ord\\_ch-1-court-code-rvsd\\_8-7-17.pdf](http://www.mohican.com/mt-content/uploads/2017/08/ord_ch-1-court-code-rvsd_8-7-17.pdf)
14. Chapter 54 Preference shall apply.

## V. PROPOSAL REQUIREMENTS

At a minimum, proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsible and is subject to rejection.

1. Identify the bidder's qualifications to provide the services.
2. Specifically, identify experience with Indian law and past judicial experience.
3. Describe how bidder intends to provide these services.
4. Identify fee structure for these services and, if any reimbursable expenses, specify what such costs will be in detail.
5. Identify key personnel and the areas of responsibility, including the contact information.
6. Provide at least 3 references.

Written questions concerning this RFP shall be forwarded, by fax, email or mail, to the Stockbridge-Munsee Tribal Secretary at N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416 (fax: 715-793-4887) (email: [jerilyn.johnson@mohican-nsn.gov](mailto:jerilyn.johnson@mohican-nsn.gov)).

## VI. ADDITIONAL INFORMATION

The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP.

The Tribe may negotiate with or request additional information from any or all considered bidders. The Tribe may waive informalities or irregularities in a proposal.

The successful bidder will be required to enter into a written contract with the Tribe. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions, general liability, vehicle and worker compensation coverages. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.